

ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

PROMOTIONAL EXAM

CALIFORNIA STATE GOVERNMENT - AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.
IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

DEPARTMENTAL PROMOTIONAL FOR

- **EMPLOYMENT DEVELOPMENT DEPARTMENT (EDD)**
- **CALIFORNIA WORKFORCE INVESTMENT BOARD (CalWIB)**
- **EMPLOYMENT TRAINING PANEL (ETP)**

POSITIONS EXIST

The majority of positions exist in Sacramento; however, a limited number of positions exist throughout the State.

POSITION DESCRIPTION

Associate Governmental Program Analysts are at the full journey level. Incumbents perform the more responsible, varied and complex consultative and analytical staff services work, such as: program analysis and evaluation; project planning and management; policy analysis and formulation; strategic and operational planning; premises and facilities planning; developing and tracking performance measures; budgeting; personnel analysis; and systems development and management analysis. They are assigned to work on a broad range of governmental and managerial problems that may be interdisciplinary in nature. They may be assigned to work as field representatives involved in complex and/or controversial intergovernmental negotiations. Incumbents may conduct and/or review analytical studies and surveys; formulate procedures, policies and program alternatives; and make recommendations to upper management on a broad spectrum of administrative and program-related issues. Incumbents may review and analyze proposed legislation and advise management on the impact or potential impact; act independently or participate on a team or act as team, conference, or task force leaders on larger studies; and coordinate the efforts of representatives of various departmental entities or governmental agencies. Incumbents may monitor the implementation and operation of fiscal and program operations of state and local programs. Incumbents will use a variety of automated equipment in the work environment.

SALARY RANGE

\$4111 - \$4997 per month

CONTINUOUS TESTING

Testing will be continuous and will be administered with the following scheduled cut-off dates as indicated below:

- **AUGUST 15**
- **FEBRUARY 15**

Competitors can be tested only once during a 12-month period.

COMPETITION LIMITED TO STATE EMPLOYEES

In order to take this exam, applicants must have a permanent civil service appointment with the EDD, ETP, or CalWIB **by the scheduled cut-off date**.

SEE PAGE 2 FOR ADDITIONAL INFORMATION

**SPECIAL TESTING
ARRANGEMENTS**

If you need special testing arrangements, please complete question 2 and/or 3 on page 1 of the Exam Application (STD 678). You will be contacted to make specific arrangements.

**FILING
INSTRUCTIONS**

All Exam Applications (STD 678) must be **postmarked** no later than the scheduled cut-off date in order to be considered for the exam. Applications postmarked after the scheduled cut-off date will be kept on file for the next administration. Applications hand carried to the Human Resource Services Division (HRSD) must be **received by 5:00 p.m. on the scheduled cut-off date**. Use of EDD metered mail, interoffice mail (e.g., red or gold bag), and faxed applications are prohibited. Submit applications directly to:

MAILING ADDRESS:

EDD
Exam & Recruitment Section, MIC 54
Attention: AGPA Exam
P.O. Box 826880
Sacramento, CA 94280-0001

FILE IN PERSON ADDRESS:

EDD
HRSD Lobby
Attention: AGPA Exam
751 N Street, 6th Floor Solar Building
Sacramento, CA

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

Note: All applications must include "from" and "to" dates (month/day/year), time base, civil service class titles, **and range/range change dates**. Applications received without the above information may be rejected.

**REQUIREMENTS
FOR ADMITTANCE TO
THE EXAM**

NOTE: All applicants must meet the education and/or experience requirements for this exam **by the scheduled cut-off date**.

Experience: State experience applied toward the "General Experience" pattern must include at least one year in a class at a level of responsibility equivalent to that of the promotional class.

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other patterns to meet the total experience requirements, provided that the combined qualifying experience totals at least 30 months. Education may not be used to reduce this 30-month limit.

Either I

One year of experience performing the duties of a Staff Services Analyst, Range C.

Or II

Experience: Three years of professional analytical experience performing duties in one or a combination of the following or closely related areas; budgeting, management analysis, personnel, planning, program evaluation, or policy analysis;

And

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

Promotional candidates who are within six months of satisfying the experience requirement for this class will be admitted to the exam, but they must fully meet the experience requirement before being eligible for appointment.

(One year of graduate work in public or business administration, industrial relations, psychology, law, political science or a related field may be substituted for six months of the required nonsupervisory experience.)

**Minimum
Qualifications**

**SPECIAL PERSONAL
REQUIREMENTS**

Demonstrated ability to act independently, open-mindedness, flexibility and tact.

**ELIGIBLE LIST
INFORMATION**

Separate departmental promotional eligible lists will be established for the following:

- Employment Development Department (EDD)
- California Workforce Investment Board (CalWIB)
- Employment Training Panel (ETP)

Eligibility expires 18 months after it is established unless the needs of the services and conditions of the list warrant a change in this period.

SCOPE**A. Knowledge of:**

1. Principles, practices and trends of public and business administration.
2. Methods and techniques used to effectively direct and lead meetings.
3. Management and supportive staff services such as budgeting, personnel, planning, policy and systems/management analysis or program evaluation.
4. Government structure, organization and function.
5. The Department's Quality Management philosophy, mission, values statement and strategic business plan.
6. Principles and practices of project management (planning, analysis, development, implementation and evaluation).
7. Analytical concepts, principles, and techniques including basic understanding of statistical analysis and mathematical computations.

B. Ability to:

1. Reason logically and creatively, using a variety of analytical concepts, principles and techniques to develop and recommend solutions or policy direction related to complex program and managerial issues in a wide variety of subject matter areas.
2. Develop and evaluate appropriate alternatives and solutions.
3. Communicate and present ideas and information effectively.
4. Consult with and advise administrators or other interested parties on a wide spectrum of subject matters.
5. Gain and maintain the confidence and cooperation of those contacted during the course of the work.
6. Coordinate the work of others and act in a lead capacity.
7. Work independently and as part of a team.
8. Effectively represent the Department when working with private, local, state and federal agencies.
9. Perform effectively in an automated environment.
10. Use concepts, principles and techniques of Quality Management to improve systems and services to our customers.

EXAM INFORMATION

The examination will consist of a Promotional Readiness Evaluation Process weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in each phase of the examination.

- Structured Exercise – weighted 30%
- Oral Interview – weighted 70%

STRUCTURED EXERCISE

Candidates will be required to appear for a structured exercise prior to the oral interview. Information will be sent to the candidate's mailing address approximately two weeks prior to the Qualifications Appraisal Panel convening.

ORAL INTERVIEW

Candidates will be required to appear before a Qualifications Appraisal Panel for an oral interview consisting of job-related questions.

QUALIFICATION APPRAISAL PANEL (QAP)

A QAP will convene and assign each candidate a competitive score based on the information provided on the candidates responses to the structured exercise and the candidates responses to the job-related questions in the oral interview.

NOTE: Candidates who do not appear for their scheduled interview will be disqualified from the exam process.

**INQUIRIES
ABOUT
THIS
EXAM**

The EDD encourages all potential applicants to read this entire bulletin. All inquiries about this exam should be directed to the AGPA Exam Technician at (916) 654-6869.

Additionally, the EDD maintains a 24-hour recorded Automated Call Processing System that provides current information about the exam process. This system, which is updated weekly, provides information on upcoming final filing dates for EDD's exams. To access this system from a touch-tone telephone, call (916) 654-6869.

Exam information can also be obtained by logging on to www.edd.ca.gov. Please refer to page 5 for additional exam information.

GENERAL INFORMATION

THE EMPLOYMENT DEVELOPMENT DEPARTMENT (EDD) reserves the right to revise the exam plan to better meet the needs of the service if the circumstances change under which this exam was planned. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

IT IS THE CANDIDATE'S RESPONSIBILITY to contact the EDD's Exam & Recruitment Section at (916) 654-6869 three weeks after the cut-off date if he/she has not received a notice. Additionally, if a candidate has a change of address, the candidate must immediately notify the EDD's Exam & Recruitment Section in writing.

EXAM APPLICATIONS (STD 678) are available at www.spb.ca.gov, local EDD offices, or the State Personnel Board (801 Capitol Mall, Sacramento, CA).

IF YOU MEET THE REQUIREMENTS stated on this bulletin you may take this exam, which is competitive. Possession of the entrance requirement(s) does not ensure a place on the eligible list. Your performance in the exam described on this bulletin will be compared with the performance of the other candidates who take this test, and all candidates who pass will be ranked according to their scores.

EXAM DATES/LOCATIONS: Interviews are typically scheduled in Sacramento six to eight weeks after the exam administration cut-off date. However, the EDD reserves the right to change, limit and/or extend both the date(s) and location(s) of interviews.

IF A CANDIDATE'S NOTICE of oral interview fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

INTERVIEW SCOPE: If an interview is conducted, in addition to the SCOPE described on this bulletin, the Qualifications Appraisal Panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs, his/her plans for self-development, and the progress he/she has made in his/her efforts toward self-development.

ELIGIBLE LISTS: Eligible lists established by competitive exam, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin. In the case of continuous testing exams, names are merged into the appropriate eligible list(s) in order of final test scores regardless of the date of the test, and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

PROMOTIONAL EXAMS ONLY: Veterans Preference Points are not granted in promotional exams. Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional exams. These rules and other information may be viewed at the State Personnel Board's web site: www.spb.ca.gov. (Search in the following order from the SPB's homepage: Veterans Preference information—select *State Jobs*, *SPB Forms Page*, and *SPB 1093*; Rule information—select *SPB Decisions*, *SPB Lawbook*, and *Search the Laws and Rules*.)

EMPLOYMENT DEVELOPMENT DEPARTMENT
Human Resource Services Division, MIC 54
P.O. Box 826880
Sacramento, CA 94280-0001
Telephone/Exam Hotline: (916) 654-6869
Web site: www.edd.ca.gov

California Relay Service for Hearing Impaired:
From TDD Phone: (800) 735-2929
From Voice Phone: (800) 735-2922

TDD is a Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.